

ADMINISTRATIVE INTERNAL USE ONLY

FBIS-1639/85
30 August 1985

MEMORANDUM FOR: Chief, Position Management and Compensation
Division, OP/DDA

ATTENTION: Chief, DS&T Branch, PMCD

THROUGH: Director, Foreign Broadcast Information Service

FROM: STAT
Chief, Personnel and Training Branch, FBIS

SUBJECT: Establishment of Two FBN Positions on the FBIS Hong Kong
Bureau Staffing Complement

REFERENCE: FBIS Staffing Complement dtd 2 Aug 85

Hong Kong Bureau has received informal approval from Ops and the COM for two new positions: An admin assistant and commo operator. The increase is necessary to deal with increased Hong Kong workload (an 80 percent increase in publishable wordage since 1981 with no increase in local or U.S. staff since early 1982). This increased workload has impacted most heavily on an already overworked communications section. An administrative assistant (FBN) is needed to handle a variety of administrative tasks now carried out by staff and nonstaff personnel and to free them to devote needed time to dealing with the impact of expanded operations. COM is unwilling to grant an increase in American editorial staff positions.

1. Request Senior Commo Operator Position (FBN 6) to be slotted against HK853 position. Incumbent will be hired at FBN 4 level but will be expected after several years' experience to work without direct supervision and to perform full range of teletypist duties as well as to participate in training and supervision of newly hired teletypists. In this context, Chief, Hong Kong has also requested that the three journeyman teletype positions (FBN-5/HK854) be slotted against HK853 (the FBN 6 teletype/commo operator position) since all incumbents, once they have been in grade the requisite number of years, will be expected to work without direct supervision and to participate in training of new communications operators. This change will remove an inequity in which all teletypists are expected to perform at the same level, but only some hold FBN 6 positions.

2. Chief, Hong Kong also requests establishment of new position and FBN position number for a bureau administrative assistant. He requests that the admin assistant be slotted against an FBN 7 position. The incumbent in the position will be expected to audit bureau expenditures

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and the budget; to prepare the final version of the monthly Financial Status Report; to deal with and draft routine correspondence with the consulate and local vendors; to maintain unclassified files and personnel records; to conduct liaison with administrative counterparts in the consulate, such as the GSO, B&F and personnel; and to handle travel and accommodations for Hong Kong's numerous visitors. Incumbent will maintain bureau stock records and property inventory records as well as act as bureau secretary and receptionist and will perform other miscellaneous tasks as directed by the bureau chief. Incumbent will report directly to the bureau chief and bureau deputy chief.

SUMMARY: Based on above, request authorization for new communications operator position slotted against FBN 6 (senior communications operator, HK853 position), authorization to slot the three current journeyman teletype positions against the HK853 senior communications operator position; and to slot the new administrative assistant position against FBN 7 grade. We need a position number for the latter position. Would appreciate priority treatment on the matter so Hong Kong Chief can move quickly to fill position.

STAT

CONCUR:

STAT

30 AUG 1985

Director, Foreign Broadcast Information Service

Date

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